

Riverside Community School District

WE R RIVERSIDE

Three communities united as one.



INSPIRE-UNIFY-ACHIEVE

Riverside COVID-19 School Closure Continuous Learning Plan

This guidance provides a framework for engaging with students and families in voluntary educational enrichment opportunities. In accordance with the Iowa Department of Education's Continuous Learning Guidance, the district will make every effort to provide these opportunities as equitably as possible.

The district will provide: **Voluntary Educational Enrichment Opportunities**

This educational enrichment approach to continuous learning includes those activities that are provided to students and families while the district is closed. This may include packets, teleconferencing, online instruction, or other outreach activities. **Student participation is voluntary, and no grading or credit is given.**

Goal is to provide instructional review and support materials consistently and with maximum flexibility to ALL students. **Enrichment opportunities require more than posting lists of activities students and families can do if they want. Schools and Teachers need to engage with learners.**

The key is to make a Good Faith Effort (equal to all and equity)-which means that Riverside will be supplying instructional review & support materials for ALL students online or in packets. **All teachers are to attempt to contact, engage and provide feedback to students and parents. Note the requirement is to make a good faith effort to contact your students and parents. Please document the parents/students who you have had contact.** The expectation is that you will continue to keep records of who is engaging in the instructional materials. Keeping lines of communication open with parents is a key during the closure.

Riverside COVID-19 Information Page

Riverside COVID-19 Response Plan

Riverside Instructional Support Resources

April 6-April 10

Riverside Continuous Learning Resources

General Guidelines/Expectations for Voluntary Educational Enrichment Opportunities

- It is not about the learning right now, safety of our students and staff is our number one priority
- **Avoid overload**-keep it simple-chunk all content and learning activities into smaller parts-use different techniques with the same content-Any content/activity should not require more than one hour of engagement per day. Determine a small amount of **core content** and keep to that material.
- Be calm and pause
- Simple solutions first
- Good will and good Intentions are the goal, they will be noticed and appreciated
- You don't need to be perfect in your execution, just provide things to do
- Be nimble, be flexible—it is OK to make changes while you are working through it
- Not about creating new 'classes' or new learning we are offering Voluntary Educational Enrichment Opportunities – to limit regression away from school
- What we supply is to be review in nature-limiting regression is the goal
- Try to be straight forward, clear and consistent with students and parents
- Try to communicate regularly with students and parents and maintain a positive relationship
- All content will be housed and provided to student and parents at the [Covid-19 District Website](#)
- If we do not return to school as currently planned, we may need to implement more, right now we can be patient in the beginning

Expectations for Certified Staff Members

Riverside Collaborative Teams (RCTs)

The district expectation is to continue to meet at least once each week as an RCT:

1. Face to Face (Social Distance required)
2. Audio-telephone conference call
3. Audio/Video-Zoom
4. Collaborative Document Sharing-Goggle Doc

Until school reopens, certified staff members should remain trying to contact, trying to engage and provide feedback to students and parents per the guidance below.

Key Concepts:

Contact--the act of communicating with someone. To make **contact means** to establish some form of communication, be it, Verbal (Phone call), Email, Text-based, Audio or Video sharing. To **contact means** to attempt to establish that communication between teacher and student or parent.

Engage- to get someone interested in something or to have a conversation or discussion with someone. Reaching out and trying to promote a response.

Feedback- the transmission of evaluative or corrective information about an action, event, or process to the original source. If you are engaged, you should provide information back to the learner.

The key in contacting, engaging and provide feedback to students and /or parents is making a good faith effort. This means that since Riverside is supplying Voluntary Educational Enrichment materials for **ALL** students online or in packets. All teachers should **attempt** to reach out (see all potential methods below) **to all your students and/or parents**. Any contact utilizing the prescribed methods will qualify as an attempt to engage or provide feedback. Please document the students and/or parents who you contact and keep records of who is engaging and requesting feedback with the instructional materials you are providing.

Student/Parent Contact may be initiated via:

- **Texted Based Tools:** Email, Remind, Class Dojo, Teacher Websites, Teacher [Google Classroom](#) Pages, and Teacher Facebook Pages
- **Audio/Video Sharing-Small or Large Groups**-Note links have now been provided to offer professional learning on how to use these tools: Phone call, [Zoom](#), [You Tube Live](#), [Facebook Live](#) – [How To, Google Hangout/Meet](#)
- **Online Learning Management Tool-Google Classroom**-can monitor student activity, other resources and links can be shared; weekly instructional review plans can be shared.

Superintendent

- Send written updates--daily-emails to Staff and Board
- Update social media and website daily
- Update Weekly Voluntary Educational Enrichment Plans for your students and parents on website
- Present Weekly audio/video messages posted for Community-utilizing Facebook Live
- Hold Administration Meeting each Monday at 10:00 am or as needed
- Hold Regular Offices Hours Monday-Friday
- Hold School Board meetings and other District Level meetings as needed
- Participate in all coordination meetings with other organizations and share guidance with all stakeholders
- Establish one weekly contact with each direct report to answer any questions about providing services in compliance with the district plan and maintain a positive working relationship.

Building Administration

- Will meet weekly with staff utilizing [Zoom](#)
- Participate in all Administration, Board and District -Level Meetings as needed
- Participate in all coordination meetings with other organizations and share guidance with all stakeholders
- Provide technical assistance and resources to building staff
- Establish one weekly contact with each staff member to answer any questions about providing learning activities in compliance with the district plan and maintain a positive working relationship.

Curriculum Director

- Communicate with the superintendent and instructional coaches for additional duties during closure.
- Start combining district curriculum documents for 2020-21.

Instructional Coaches

- Communicate with the building principal or Curriculum Director for specific expectations.
- Provide support and resources for teacher to guide in implementing the Riverside COVID-19 School Closure Continuous Learning Plan

PK-Grade 5 Teachers

- Provide a Weekly Voluntary Educational Enrichment Plan to your students and parents. Make sure websites, different social media feeds and technology tools that are being used are on your plan.
- The plan will be distributed to parents and students via the school website (www.riversideschools.org)

- Please be clear on your Weekly Voluntary Educational Enrichment Plan where students and parents can go to find the resources. Have all links provided so they can be accessed as easy as possible.
- You should also share with them sites that can provide them general instructions, technical assistance, or tutorials on how to use the site.
 - You have two options for submission:
 1. Send your Weekly Instructional Review Plan or Instructional Review Resources to me (tmitchell@riverside.k12.ia.us) and I will put your resources and links on the website
 2. The link on the website with your name/grade level is a Goggle Doc. I have given access to you to edit. You should be able to click on your link and edit the document for the next week. If you have trouble with access, please let me know.
- Establish and document one weekly contact with each student and his/her family to answer any questions about the learning activities you provide in your weekly plan and maintain a positive working relationship.

Kindergarten-Grade 5 SPED

- Establish one weekly contact with each student/parent and his/her family to answer any questions about the learning activities that were sent home and maintain a positive working relationship.
- To the greatest extent possible, provide individual feedback to students with IEPs to ensure that the materials and activities are accessible based on the students' needs.
- Participate in virtual grade-level RCT meetings as identified by building principal

Grade 3-5 Art, PK-Grade 3 Music, Grade K-5 PE Teachers

- Provide a Weekly Voluntary Educational Enrichment Plan to your students and parents. Make sure websites, different social media feeds and technology tools that are being used are on your plan.
- The plan will be distributed to parents and students via the school website (www.riversideschools.org)
- Please be clear on your Weekly Voluntary Educational Enrichment Plan where students and parents can go to find the resources. Have all links provided so they can be accessed as easy as possible.
- You should also share with them sites that can provide them general instructions, technical assistance, or tutorials on how to use the site.
 - You have two options for submission:
 1. Send your Weekly Voluntary Educational Enrichment Plan (tmitchell@riverside.k12.ia.us) and I will put your resources and links on the website
 2. The link on the website with your name/grade level is a Goggle Doc. I have given access to you to edit. You should be able to click on your link and edit the document for the next week. If you have trouble with access, please let me know.

- Establish and document one weekly contact with each student and his/her family to answer any questions about the learning activities you provide in your weekly plan and maintain a positive working relationship.
- **Music/PE:** Twice weekly, create and/or share a video of a voluntary activity or experience and share with parents and students
- **Art:** Twice weekly, create and/or share video of a voluntary activity or experience and share with parents and students

Elementary Counselors

- Establish one weekly contact with students which his/her family currently is served in small groups or on an individual basis to support emotional/social intervention as identified by the school team.
- Participate in virtual grade-level RCT meetings as identified by building principal
- [Healthy Homes Family Services-Thera-Link Information](#)
Staff-Parents-Students-If you are ever feeling overwhelmed during this tough time, there is help available. Healthy Homes is the counseling service that we partner with here at Riverside. Their counselors are available to help not only students, but adults as well. If you need someone to talk to, please feel free to contact a professional counselor. Besides Healthy Homes, there are many other fantastic professional counselors out there that we have personally worked with in one way or another. If you have any questions, please feel free to contact any members of the Riverside Mental Health Team. Stay Safe and Thank You!

PK-5 School Counselor-Ryanne McIntosh rmcintosh@riverside.k12.ia.us
 Riverside At-Risk Coordinator-Jana Hensley jhensley@riverside.k12.ia.us
 Meghan Wilson--AEA School Psychologist mwilson@ghaea.org

Talent & Gifted Education

- Provide a Weekly Voluntary Educational Enrichment Plan to your students and parents. Make sure websites, different social media feeds and technology tools that are being used are on your plan.
- The plan will be distributed to parents and students via the school website (www.riversideschools.org)
- Please be clear on your Weekly Voluntary Educational Enrichment Plan where students and parents can go to find the resources. Have all links provided so they can be accessed as easy as possible.
- You should also share with them sites that can provide them general instructions, technical assistance, or tutorials on how to use the site.
 - You have two options for submission:
 3. Send your Weekly Instructional Review Plan or Instructional Review Resources to me (tmitchell@riverside.k12.ia.us) and I will put your resources and links on the website
 4. The link on the website with your name/grade level is a Goggle Doc. I have given access to you to edit. You should be able to click on your link and edit the document for the next week. If you have trouble with access, please let me know.

- Establish and document one weekly contact with each student and his/her family to answer any questions about the learning activities you provide in your weekly plan and maintain a positive working relationship.

Grade 6-12 Teachers

- Provide a Weekly Voluntary Educational Enrichment Plan to your students and parents. Make sure websites, different social media feeds and technology tools that are being used are on your plan.
- The plan will be distributed to parents and students via the school website (www.riversideschools.org)
- Please be clear on your Weekly Voluntary Educational Enrichment Plan where students and parents can go to find the resources. Have all links provided so they can be accessed as easy as possible.
- You should also share with them sites that can provide them general instructions, technical assistance, or tutorials on how to use the site.
 - You have two options for submission:
 1. Send your Weekly Voluntary Educational Enrichment Plan to (tmitchell@riverside.k12.ia.us) and I will put your resources and links on the website
 2. The link on the website with your name/grade level is a Goggle Doc. I have given access to you to edit. You should be able to click on your link and edit the document for the next week. If you have trouble with access, please let me know.
- Establish and document one weekly contact with each student and his/her family to answer any questions about the learning activities you provide in your weekly plan and maintain a positive working relationship.
- Collaborate with other content-area teachers to address problems and concerns identified by students and/or parents regarding specific content areas. (**Weekly RCTs**)

Grade 6-12 SPED

- Establish a weekly individual contact with each student and his/her family on the roster to answer any questions or help with other activities that were sent home and maintain a positive working relationship.
- To the greatest extent possible, provide individual feedback to students with IEPs to ensure that the materials and activities are accessible based on the students' needs.
- Participate in RCT meetings as identified by building principal and/or special education leadership.

High School Concurrent Enrollment Teachers

- Implement the plan previously communicated by Iowa Department of Education and Iowa Western Community College.

High School Counselors

- Collaborate with students and families as needed to satisfy 2020-21 course requests and develop master schedule.
- Establish one weekly contact with students which his/her family currently is served in small groups or on an individual basis to support emotional/social intervention as identified by the school team.
- Participate in virtual RCT meetings as identified by building principal and/or special education leadership.
- [Healthy Homes Family Services-Thera-Link Information](#)
Staff-Parents-Students-If you are ever feeling overwhelmed during this tough time, there is help available. Healthy Homes is the counseling service that we partner with here at Riverside. Their counselors are available to help not only students, but adults as well. If you need someone to talk to, please feel free to contact a professional counselor. Besides Healthy Homes, there are many other fantastic professional counselors out there that we have personally worked with in one way or another. If you have any questions, please feel free to contact any members of the Riverside Mental Health Team. Stay Safe and Thank You!

6-12 School Counselor-Chris Conover cconover@riverside.k12.ia.us
Riverside At-Risk Coordinator-Jana Hensley jhensley@riverside.k12.ia.us
Meghan Wilson--AEA School Psychologist mwilson@ghaea.org

Reminders

1. Right now, we are more concerned about safety over education.
2. **Avoid overload-keep it simple-chunk all content and learning activities into smaller parts-use different techniques with the same content-Any content/activity should not require more than one hour of engagement per day. Determine a small amount of core content and keep to that material.**
3. In this time flexibility and patience are needed. You need to be willing to change quickly as guidance changes on a daily or even an hourly basis. **Good intentions and good will are noticed and appreciated.**
4. All School Board/District Level/Building Level meetings will be on [Zoom](#)
5. You will receive a daily update to keep you informed during this everchanging situation.
6. Building administrators will set up weekly check-ins with staff on [Zoom](#)
7. District administration will meet every Monday at 10:00 am (or as needed)-get questions to administration and then we will get answers to you right after we meet.
8. Goal is to provide instructional review and support materials consistently and with maximum flexibility to **ALL** students. **Enrichment opportunities require more than posting lists of activities students and families can do if they want. Schools and Teachers need to engage with learners and provide feedback.**